

MEMORANDUM FOR: All NOAA Employees

FROM: R. J. Dominic  
Director, Finance Office/Comptroller

SUBJECT: Travel Advisory 03-6 (Airlines Charging Paper Ticket Fees)

Last year several airlines announced that they would start charging a fee when a traveler chooses a paper ticket for a flight for which an e-ticket is available. Although most airlines charge \$25 for paper tickets, American Airlines recently raised their fee for a paper ticket to \$50. Currently, SouthWest Airlines and USAir are the only two airlines that do not charge paper ticket fees. United does not charge paper ticket fees for Government issued tickets. Paper ticket fees are not charged to itineraries that are not e-ticket eligible, e.g., foreign travel.

When travelers mix personal travel with official travel, SATO must issue a paper ticket which allows the traveler to turn the ticket into the airline for a ticket that will include both personal and official points of travel. When SATO issues a paper ticket to accommodate personal travel, the traveler is responsible for the paper ticket fee and must pay for the fee with a personal credit card, not the centrally-billed account managed by SATO.

If you have any questions, please call Rachael Wivell or Pat Oliver on 301-444-2136 or 301-444-2155.